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Suggested Changes on R

1. PURPOSE (Page 1)

Delete "a permanent" and add "s" to record.

As written, the statement implies that only permanent records are official records.

2. POLICY (Page 1)

b. Add the following sentence

This act requires, among other things, that "records" may be destroyed only with Congressional authorization after they have served the purposes for which they were collected or created.

The addition explains the reason for quoting the law.

- (1) Delete the word "preserved" and substitute the word "maintained"

The classes of records listed are not necessarily appropriate for preservation at all organizational levels of the Agency. They are however, maintained at all levels.

- (2) Delete this statement and substitute the following (Page 2)

It is a requirement of the Records Management Program of the Agency which is being implemented in accordance with the provisions of the Federal Records Act of 1950, that the disposition of records be governed by approved Records Control Schedules (See Handbook In the event that such schedules have not been prepared, questions as to whether or not the material is of record or nonrecord character should be referred to the Agency Records Officer.

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The original statement is in direct conflict with the law cited in 2b.

c. Delete this statement and substitute the following (Page 2)

Nonrecord material that may be destroyed without Congressional authorization includes the following classes:

- (1) Copies of documents distributed by the Agency Library on a "retain or destroy" basis.
- (2) Agency regulations, regulations of other government agencies and similar publications that are collected and maintained for reference purposes.
- (3) Extra copies of documents that are maintained in chronological and similar convenience files, the record copies of which are maintained in organized files in the same area.
- (4) Stocks of publications and other processed documents maintained for distribution purposes.
- (5) Preliminary or intermediate drafts of letters, memoranda, reports, or other papers, and preliminary worksheets and informal notes that do not represent significant basic steps in the preparation of records copies of documents.
- (6) Shorthand notes, including stenographic notebooks and stonotype tapes, that have been transcribed.

It is felt that the original statement is too general and subject to misinterpretation. The substituted statement is more specific.

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4. NONREGISTERED MATERIAL (Page 3)

- (1) Delete the words "which is obsolete, superseded, or which serves no further purpose, and"

The fact that a document becomes obsolete or is superseded does not change its record character.

- (2) (b) Delete "Records Management and Distribution Branch, Logistics Office" and substitute "Records Center, Management Staff" (Page 4)

(2) (c) Delete the entire sentence and substitute the following:
Standards for the disposal of copies of Certificates of Destruction are as follows:

- (1) Office copy: Retain in Office files for 1 year, then destroy.
(2) Records Center copy: Retain 5 years, then destroy.

The original sentence was not sufficiently specific to include the disposal of both copies. In addition, it is felt that at least one copy of these certificates should be held for a period of 5 years.

b. NON-CIA SECRET, CONFIDENTIAL OR CONTROLLED MATTER (Page 4)

Delete the words "obsolete, superseded, or which serves no further purpose; and is"

See comment on 4(1)

c. CIA TOP SECRET MATERIAL (Page 5)

Delete the words, "obsolete, superseded, or which serves no further purpose; and is"

See comment in 4(1)

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NON-CIA TOP SECRET MATTER (Page 6)

- (1) Delete the words, "obsolete, superseded, or which serves no further purpose, and is"

See comment on 4(1)

Insert the words "in the CIA" after record.

Records that are received and used by the Agency and made a part of its organized files should be destroyed only in accordance with the Standards established by this Agency.

Delete the words "from the originator or his successor obtained through the CIA" insert the words "of the Central" before Top Secret Control Officer.

These changes suggested by the Central Top Secret Control Officer.

- (2) Delete the words "as required by the originator or his successor; or"

The change suggested by the Central Top Secret Control Officer.

REGISTERED MATERIAL (Page 6)

CIA Registered Material

- (1) Delete the words "obsolete, superseded, or which serves no further purpose, and is"

See comment on 4(1)

Delete the word "preserved" and substitute the word "maintained"

(Page 7)

See comment on 2(1)

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(4) This item should be omitted.

Deletion suggested by the Central Top Secret Control
Officer.

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